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GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF HUMAN RESOURCES**  
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Deborah E. Story  
COMMISSIONER

May 23, 2008

Name  
Address  
City/St/Zip

Dear :

The purpose of this correspondence is to provide information to you regarding a change in the 2008 Sick Leave Bank (SLB) assessment and update you on revisions to the SLB Guidelines. Enclosed is a copy of the revised guidelines approved by the SLB Board of Trustees (Board) and an application checklist with pertinent information for members applying for grants from the SLB when faced with qualifying medical conditions.

Tennessee Code Annotated Section 8-50-906(c) and the SLB Guidelines state that the Board may assess members at any time deemed advisable. Historically, the SLB conducted a one (1) day assessment of its members each October 1<sup>st</sup> for continued membership in the SLB. With the anticipated date for the implementation of Edison as October 1, 2008, the SLB was asked to move the assessment date for this year. Therefore, the 2008 assessment is scheduled for **August 1, 2008**. This August assessment will replace the normal October assessment. In order to maintain your membership in the SLB, you must honor this August 2008 assessment.

The Department of Human Resources will process the assessment of current membership based on sick leave balances at the end of July. Remember, SLB members who work or who are on paid leave the major portion of July accrue one (1) day of sick leave for that month. **Please be aware, if you fail to save one (1) sick leave day and miss the August 1<sup>st</sup> assessment, your membership in the SLB will terminate immediately.** Therefore, you must accrue and save a minimum of one (1) sick leave day as of **July 31, 2008**, and hold that one (1) sick leave day until the assessment is complete. The August 31, 2008, paycheck stub will document your successful donation of one (1) day of sick leave to the SLB. You may contact your departmental human resources office should you have any questions about your leave accrual status or your membership in the SLB.

Members who do not accrue a day of sick leave in July 2008 must notify the SLB Administrator and their human resources office as soon as they return to work and accrue one (1) day of sick leave. **In order to maintain membership in the bank, you must hold that one (1) day of sick leave until you see the deduction on your paycheck stub.** In accordance with SLB Guideline #5, the SLB considers employees who return to work and accrue one (1) day of sick leave but do not hold that day for donation to the bank as failing to honor an assessment and as losing rights to membership in the bank. If you wish to refuse this contribution and/or withdraw from the SLB, you must provide a notarized letter requesting cancellation of your membership to the Department of Human Resources by June 30, 2008. Termination of membership is effective June 30, 2008.

\*\*\*\*\***IMPORTANT**\*\*\*\*\*  
**SICK LEAVE BANK ASSESSMENT AUGUST 1, 2008**

An assessment cleanup run will occur in July 2008 for members who missed the 2007 assessment as they were not in leave accruing status but have now returned to work and are holding a sick leave day for donation. Therefore, it is imperative that those members continue to hold that day of sick leave to honor the 2007 assessment as well as one (1) day of sick leave for the August 2008 assessment. Should you have questions regarding your leave balance, please contact your human resources office.

We also wanted to provide you with information regarding revisions made to the SLB Guidelines. These revisions include the following:

- The "Purpose" includes "accident."
- Guideline #10 includes "accident."
- Guideline #12 clarifies that a member is not subject to an additional five (5) days without pay when reapplying for a personal illness, injury, accident, disability, medical condition, or quarantine, that is related to, resulting from, or recurring from a previously diagnosed condition for which the SLB granted benefits.
- Guideline #17 is deleted as it relates to donated sick leave.

Remember when applying for grants from the SLB that you must file the initial application for grants from the bank within two (2) weeks prior to but no later than 30 days after the expiration of all sick, annual and compensatory leave balances. In the event that you are physically or mentally unable to file an application, a family member or agent may file the application on your behalf. In case of an emergency, make sure your family knows you are a member of the SLB. Keep a current copy of the SLB Guidelines and the new application checklist with your important papers such as insurance policies and telephone numbers for your supervisor and your human resources office. Keep that file updated with revised copies of the guidelines, insurance policies, and numbers. This gives your family easy access to critical information in the case of an emergency.

If you have any questions regarding the assessment process or have questions regarding the SLB Guidelines, please contact your human resources office or you may visit the SLB website at [http://www.state.tn.us/dohr/resources/sickleave/sickleave\\_index.htm](http://www.state.tn.us/dohr/resources/sickleave/sickleave_index.htm). The SLB Guidelines, forms, and application checklist are posted at that website.

Sincerely,

SLB Board of Trustees

Enclosures

**\*\*\*\*\*IMPORTANT\*\*\*\*\***  
**SICK LEAVE BANK ASSESSMENT AUGUST 1, 2008**